

**NOTICE TO ZONING BOARD OF APPEALS CHAIRMAN**

Date: \_\_\_\_\_

Chairman, Zoning Board of Appeals  
City of Chicago  
City Hall, Room 905  
121 N. LaSalle Street  
Chicago, IL 60602  
zba@cityofchicago.org

To the Chairman of the Zoning Board of Appeals (the "Chairman"):

The undersigned, [INSERT NAME] \_\_\_\_\_, being first duly sworn under oath, deposes and states the following:

1. That the undersigned is an authorized representative of [INSERT NAME OF APPLICANT] \_\_\_\_\_ (the "Applicant"), which Applicant is seeking a special use for a cannabis business establishment (the "Proposed Special Use") to be located at [INSERT ADDRESS OF PROPOSED CANNABIS BUSINESS ESTABLISHMENT] \_\_\_\_\_, Chicago, Illinois (the "Proposed Location");

2. That the undersigned certifies that the Applicant shall hold a community meeting (the "Community Meeting") the purpose of which shall be to discuss its Proposed Special Use at [INSERT LOCATION OF COMMUNITY MEETING] \_\_\_\_\_, Chicago, Illinois, which is located within the ward of the Proposed Location;

3. That the undersigned certifies that the Community Meeting will have at least **THREE (3)** physical sessions that will be held on:

- a. [INSERT DATE AND TIME] \_\_\_\_\_
- b. [INSERT DATE AND TIME] \_\_\_\_\_
- c. [INSERT DATE AND TIME] \_\_\_\_\_

4. That the undersigned certifies that each physical session shall have a virtual component so that those who do wish to attend and participate in the Community Meeting but do not want to physically attend can virtually attend and participate. That access to the virtual component shall be as follows: [INSERT HOW VIRTUAL COMPONENT CAN BE ACCESSED AND HOW THE PUBLIC CAN PARTICIPATE] \_\_\_\_\_

\_\_\_\_\_.

4. That the undersigned certifies **THAT THE DATE OF THIS AFFIDAVIT IS NO LATER THAN TWO WEEKS PRIOR TO THE DATE OF THE FIRST PHYSICAL**

**SESSION OF THE COMMUNITY MEETING AND THAT THIS AFFIDAVIT HAS  
BEEN PROVIDED TO THE CHAIRMAN NO LATER THAN TWO WEEKS PRIOR TO  
THE DATE OF THE FIRST PHYSICAL SESSION OF THE COMMUNITY MEETING;**

\_\_\_\_\_  
Signature

Subscribed and sworn to me this

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public